

Pay Code and Description	Pay Code	Description of Proper Use
BRV-Bereavement	BRV	Time off for the death of immediate Family member as permitted by the Employee Leave Policy.
CDP-Civic Duty Pay	CDP	Civic Duty Pay - To be used as outlined in the Employee Leave Policy. Approved uses include voting, County sponsored community service programs, etc. **Not to be used for Jury Duty**
FLT-Floating Personal Day	FLT	Floating Personal Day - Personal Day benefit hour for eligible employees.
FLU-FMLA Leave Without Pay	FLU	Family Leave Unpaid (Non-pay earnings code). This code will count against your available FMLA hours but will be recorded as Unpaid Hours. Employee must qualify for FMLA for this code to be used.
FTO-Field Training Officer	FTO	(Sheriffs Use Only) Field Training Officer Diff (\$1.50 per hr)
JDP-Jury Duty	JDP	Jury Duty - All time spent waiting for, serving on or being selected for a jury.
LWO-Leave Without Pay	LWO	Leave Without Pay - Time off without pay. Used only AFTER all accruals have been exhausted as required by the Employee Leave Policy.
MIL-Military Leave	MIL	Military Leave - Active member of guard or reserve under orders for field training. Cannot exceed 240 hours within two concurrent calendar years.
RPS-Regular Professional Seminar	RPS	Used for tracking purposes only. This code is for work hours spent at seminars, training, etc. In order to use this code, work hours must be entered in addition to RPS hours.
SB2-Standby Two 1.50	SB2	Only use when permitted by Department Policy. Stand By - Stand by pay @ \$1.50 per hour. Not to exceed 24 hours in one day (including hours worked).
SCK-Sick	SCK	Sick Leave - Time off for personal illness or doctor's appointments as outlined in the Employee Leave Policy.
SFP-FMLA Sick	SFP	FMLA Sick - Sick time for a qualifying FMLA event. This code will count against your available FMLA hours and will also reduce your sick accrual. Employee must qualify for FMLA for this code to be used.
TEL-Telecommuting	TEL	Used for tracking purposes only Telecommuting - to track working hours telecommuting. In order to use this code, hours worked must be entered in addition to TEL hours.
VAC-Vacation	VAC	Vacation - Authorized annual leave.
VFP-FMLA Vacation	VFP	FMLA Vacation. This code will count against your available FMLA hours and will also reduce your vacation accrual. Employee must qualify for FMLA for this code to be used.
WIP-Witness Pay	WIP	Witness Pay - Time spent testifying or waiting to testify in court as outlined in the Employee Leave Policy.